

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI**

**NOTICE: WRITTEN COMMUNICATION REGARDING DEFENDANTS IN
CRIMINAL CASES**

Please be advised that, effective immediately, written communication submitted to the District Court in criminal cases about any defendant will be electronically available for viewing at the public terminal in the Clerk's Office, absent a motion submitted to the court stating the reasons why the written communication must not be made available at the public terminal. A unique event has been created in CM/ECF for use by defense counsel when filing these letters (Event – Sentencing Letter).

Individuals who intend to submit written communication regarding a defendant must comply with the following directives:

- 1) Social Security or Taxpayer Identification Numbers: If an individual's social security or taxpayer identification number must be included, only the last four digits of that number must be used.
- 2) Names of Minor Children: If the involvement of a minor child must be mentioned, only the initials of that child must be used.
- 3) Dates of Birth: If an individual's date of birth must be included, only the year must be used.
- 4) Financial Account Numbers: If financial account numbers are relevant, only the last four digits of these numbers must be used.
- 5) Home Addresses in Criminal Cases: If a home address must be included, only the city and state must be listed.
- 6) Individuals should exercise caution in including other sensitive personal data such as medical history, employment history, or financial information.
- 7) Information regarding an individual's cooperation with the government must be included only in written communication accompanied by a motion requesting that the written communication be sealed and made unavailable at the public terminal.
- 8) Attorneys are urged to share this notice with their clients, and when appropriate, with individuals who intend to submit written communication so that an informed decision can be made about inclusion of sensitive information. It is the responsibility of the filer, not the Clerk's Office, to review documents to determine if written communication should be modified to exclude personal identifiers or sensitive personal data.
- 9) For further information, see Fed. R. Crim. P. 49.1, and <http://www.privacy.uscourts.gov>.